

**Conflict Management and Mitigation, Annual Program Statement
Bidders' Conferences: Questions/Answers Session**

February 24, 2012, 1-4 pm
February 27, 2012, 9am-12pm

US Embassy
Kathmandu, Nepal

1. I'm writing this message to seek your clarification on obtaining a DUNS number. While filling the form, I need to mention SIC code (**Standard Industrial Classification**). Can you tell me what code I should mention for an NGO?
 - A. Refer to the page 60 of the APS under "3. Date Universal Numbering System (DUNS) Number" in order to obtain the required information.
2. Can you please clarify the past performance section? Is there a time limitation in regards to projects we reference that demonstrate our capacity and success with peace and reconciliation? For instance, projects in the past 3 years, 5 years?
 - A. Provide past performance reference with detailed contact information for not more than 3 similar projects funded over the past three years by USAID, or any other government entity, or third party sources.
3. Did it take more than a year for the award process to take place for 'Safer World'? Did the process start around the same time?
 - A. Yes. The award process may take time. It is possible that the award process can take more than one year.
4. Does the eligibility of the applicants apply to all regions of Nepal?
 - A. It is open to all regions of Nepal.
5. Is it okay to combine two different components in one single narrative? For example the People-to-People approach with other components? Or does every single aspect have to be explained in separate narratives?
 - A. It is up to the applicants' individual preference. You can choose to be creative in the submission as long as all components are addressed.
6. Our organization would like to know whether USAID is open to a consortium applying, or to sub-grants?
 - A. USAID will accept consortiums as long as there is a prime designated on the proposal.

7. Can NGO of other countries apply for this? Example: from a European country? Do we need to put local partner in the application?
 - A. The applicant needs to be in the country (Nepal) or at least plan to be in the country. It is encouraged to have a local partner in the forefront of peace building efforts.
8. For non- local organizations, one of the requirements is the capacity development plan? What is the requirement of attachments?
 - A. Applications for funding greater than \$500,000 may include an OPTIONAL one-page Annex/Attachment that outlines the applicant's specific capacity-building plan. This one-page document should include precise details about the names of the specific partners to be included and exactly how capacity will be built at the local level throughout the proposed project period. This document should not be a generic statement about capacity and sustainability of the project, but, rather should focus on specific strategies for building capacity of each implementing partner to be included in project activities in accordance with the instructions and evaluation criteria contained in the APS.
9. Are there going to be any more FAQs posted on the Washington?
 - A. The questions on the Washington website are now closed. USAID/Nepal is posting the Q&A raised in the conferences held on February 24 and 27, 2012 in its website.
10. What are the font guidelines?
 - A. Times New Roman – Font 12 or a similar size typeset. Refer to page 15 of the APS under “5.2 Format”
11. Do we need to address environmental compliances/issues?
 - A. At the proposal submission stage, the IEE is not required. IEE or a request for categorical exclusion will be done after the award is made and before any fund is obligated.

Refer to the page 31 Under “6.3.1 Environmental Protection and Compliance” that states “for activities implemented through the FY12 CMM APS, the **recipient** will contact the CMM office representative or contracting officer at the mission for the applicable Request for Categorical Exclusion (RCE) or Initial Environmental Examination (IEE) under the authority of the Bureau Environmental Officer (BEO) for the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA).”
12. The issue of the Capacity Building Annex is confusing. Is it optional? One of the presenters said that for project over \$500,000 it is required. Please clarify if the Internal Capacity Building component is to be included in the proposal.

- A. The Annex is highly encouraged but optional. If the application includes partnerships with local organizations and is over \$500,000, the application MUST include a capacity building plan to include building technical skills in conflict and peace-building as well as organizational management capacity.
13. Is it compulsory that the awardee must, or already have a presence in the country? Does that apply to all countries being considered by DCHA/CMM?
- A. See the Q/A 7 for the first question. It is applicable to all the countries being considered by DCHA/CMM.
14. If we are partnering with an International organization, do we have to submit the proposal as a sub-partner? If it is a consortium?
- A. In any case the prime organization has to submit the application and will enter into the agreement with USAID. Also refer to the Q/A 7
15. Estimated cost of communications products: Is this information required in any presentation of a budget or narratives of budget?
- A. Yes, it is required in the budget and budget narrative.
16. Any NGO who has experience of handling \$50,000 in a year. Are they eligible to apply for \$500,000 project?
- A. Yes, they are eligible to apply. There are no restrictions on applying based on the value of past funding.
17. When these proposals get to Washington, is it necessary for Nepal to get the award or is there a chance that Nepal might not get any awards at all?
- A. Please refer to page 8 under “3.4 Anticipated Number of Awards” which states “USAID plan to make multiple awards under this APS, subject to the availability of funds. Nevertheless, USAID reserves the right to make a single award, to fund parts of applications, or not to make any awards at all. Issuance of this APS does not constitute an award commitment on the part of the USAID, nor does it commit the USAID to pay for any costs incurred in the preparation and submission of any application.”
18. How many awards will there be?
- A. See the Q/A 17.
19. When you send your short list to Washington, do you inform the selected candidates or is it processed secretly?
- A. Refer to the page 26 of the APS under “5.5 Application Evaluation Process” that states “ Each USAID Mission or Regional Mission will

prepare a technical evaluation memorandum to document the review process, rank all applications reviewed and recommended applications to DCHA/CMM for funding. At the completion of the step one review, the USAID Mission/Regional Mission will notify all unsuccessful applicants that their applications were not forwarded to DCHA/CMM for step two considerations. Those referred for further consideration will be contacted and asked to submit the Signed Assurances, Certifications, and Other Statements.”

20. Can we ask questions later on via email?

A. The Q/A sessions for both Washington and Nepal have been closed now. Please refer to the APS.

21. Gender policy of USAID? Is there a standard measurement process?

A. Refer to the page 17 of the APS under Gender Integration that states “The program design must recognize gender in a substantive an integrated manner. Recognizing the different cultural roles of males and females, proposals will describe specific approaches for assuring equitable participation and capitalizing on men’s and women’s potential to contribute to conflict mitigation. The program activities should reflect the gender analysis articulated in the context analysis. Applicants should provide a detailed rational if gender is not relevant tot eh proposed activity.

22. DO-NOT-HARM requirement. After submission of the proposal and let’s say if we are accepted and after the award, due to some unforeseen circumstances, if we have to change our action plan, can the proposal activities/action be re-reviewed or modified?

A. Refer to the page 28 of the APS under “b. Do No Harm” – Detail the possible drafts of positive and negative impact of your proposed activities.

23. Does local NGO as a prime applicant need to get "Data Universal Number System (DUNS)"? If yes, what could be Primary SIC code or Nepal and non-profit organization for Synergy Nepal.

A. See Q/A 1.

24. According to your conference dated February 24, 2012, can we request budget for hardware, including seed money for groups, construction of building, vehicles, machines, computers and accessories?

A. Refer to the APS guidelines on page 23 under “Budget and Budget Narrative” for preparing budget.

25. What percentage of the total budget can be allotted for program cost, human resources, evaluation, overhead cost (management)?
- A. There are no specific guidelines for percentages of different cost categories.
26. What are the important elements in the M&E plan? Is there any standard USAID format to submit Monitoring and Evaluation plan? Are there policies?
- A. It is important that the problem you want to address and the theory of change or the development hypothesis your project is based on is clearly expressed. The proposal should also discuss the approaches to tracking and measuring the outputs and results of the project. It would be helpful to have a list of indicators that will be used for this purpose and a calendar of M&E activities. There is no standard format that we prescribe to develop an M&E plan. For the USAID policy on evaluation please visit: <http://www.usaid.gov/evaluation/USAIDEvaluationPolicy.pdf>
27. Is baseline survey required when we submit proposals?
- A. It is up to the determination of the organization whether to conduct a baseline survey at the proposal development stage, or look for this information from other sources, or conduct it at a later time. We believe that baseline provides a more accurate way for measuring changes.